



# City of Tempe

## LEGAL SPECIALIST I+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	093	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	City Attorney	<i>Salary / Hourly Minimum:</i>	\$18.937019
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$25.564904
<i>Employee Group:</i>	CNS	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Administrative Assistant II+
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Administrative Support

### DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Legal Specialist series. This class is distinguished from the Legal Specialist II+ by the performance of more routine duties under close supervision.

### REPORTING RELATIONSHIPS

Receives general supervision from the Legal Executive Assistant or from other supervisory or management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	One year of responsible secretarial experience in a Legal office.
<i>Education:</i>	Requires the equivalent to the completion of the twelfth grade supplemented by specialized legal secretarial training. An Associate's Degree is preferred.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of legal secretarial, stenographic, and general clerical duties in support of the City Attorney's Office.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Take and transcribe dictation for the drafting of a variety of correspondences and legal documents including resolutions, ordinances, legal opinions, contracts, and briefs, leases and agreements; prepare deeds, complaints, other pleadings and general correspondence from copy or rough draft.
- Act as receptionist providing information and assistance to the public; screen telephone calls and requests for information, routing to appropriate staff member, department or agency; independently respond orally or in writing to routine requests for information; explain departmental policies and procedures.
- Maintain docket of cases filed by and against the City; notify responsible attorney of due dates for filing appropriate responses in lawsuits and trial settings.
- Compile and assemble various legal materials from files and other sources for City Attorney's use in providing legal assistance and in the preparation of other legal documents and opinions; prepare preliminary drafts of legal forms for review and finalization by supervising attorney.
- Perform general clerical work including filing, scheduling appointments and meetings; file and index office records, legal documents and library materials; proofread ordinances, briefs, real estate descriptions and other materials for accuracy, completeness and punctuation.
- Maintain inventory of office supplies; order stock when necessary.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

#### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

#### **JOB DESCRIPTION HISTORY**

*Effective November 1988*

*Revised March 1996*

*Revised March 2002 (change to flex-class)*